

CM/ECF  
Bankruptcy  
Docketing Guide  
for Trustees

(Revised December 21, 2001)

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Chapter 7			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
Trustee's Rejection	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Appointment Rejection</b>	<ul style="list-style-type: none"> <li>Select Trustee to be removed</li> </ul>	
341 PM (Docket one at a time)	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Meeting of Creditors Held (Chapter 7 ) or Meeting of Creditors Not Held or Meeting of Creditors Continued</b>	<ul style="list-style-type: none"> <li>Satisfy pending meeting of creditors</li> <li>Enter new date, time, and location if meeting was continued</li> </ul>	
341 Filings (Docket all at the same time)	<b>Bankruptcy &gt; Trustee's 341 Filings</b>	<ul style="list-style-type: none"> <li><b>No Action</b> - Case will appear on this list again</li> <li><b>Trustee's Report of No Distribution</b> - No asset case</li> <li><b>Trustee's Initial Report</b> - Asset case or undetermined</li> <li><b>Continue to</b> - Adjourned</li> </ul>	<ul style="list-style-type: none"> <li>Trustee's Report of No distribution does not satisfy the 341 meeting date</li> <li>Change default to "No Action"</li> </ul>
No Asset Report	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Ch. 7 Report of No Distribution/No Assets</b>		

Request for Order to Show Cause	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Request for Order to Show Cause</b>	<ul style="list-style-type: none"> <li>• Enter reason for Order to Show Cause in text box (<i>e.g.</i>, Schedules, Appearance...)</li> <li>• Court will issue the Order to Show Cause</li> </ul>	
Objection to Exemptions	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Objection to Debtor's Claim of Exemptions</b>		
Motion to Abandon	<b>Bankruptcy &gt; Motion/Application &gt; Motion to Abandon</b>	<ul style="list-style-type: none"> <li>• Enter "Trustee" in receipt field and "0.00" for Fee</li> <li>• Enter property description in text box</li> </ul>	
Notice of Intent to Abandon	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Notice of Intent to Abandon</b>	<ul style="list-style-type: none"> <li>• Enter last day to file objection (automatically calculates 20 days; modify if necessary)</li> <li>• Enter property description in text box</li> </ul>	
Application by Trustee to Employee Attorney	<b>Bankruptcy &gt; Motions/Application &gt; Employ</b>	<ul style="list-style-type: none"> <li>• Enter person to be employed and position when prompted</li> </ul>	
Affidavit Re: Application to Employ	<b>Bankruptcy &gt; Miscellaneous &gt; Affidavit</b>	<ul style="list-style-type: none"> <li>• Refer to Motion (found under motion)</li> <li>• Enter name in first text box (<i>e.g.</i> "of Joe Smith")</li> <li>• Enter title of related document in second text box</li> </ul>	
Trustee's Inventory	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Trustee's Inventory</b>		

Rescind No Asset Report	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Chapter 7 Trustee's Revocation of Report of No Distribution/No Assets</b>	<ul style="list-style-type: none"> <li>Refer to Trustee Report of No Distribution/No Assets (found under trustee)</li> </ul>	<ul style="list-style-type: none"> <li>Does Eau Claire need a Motion to Rescind No Asset Report?</li> </ul>
Trustee's Request for Court to Issue Notice of Probable Assets	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Request for Court to Issue Notice of Probable Assets</b>	<ul style="list-style-type: none"> <li>Court will issue the Notice of Probable Assets</li> </ul>	
Notice of Surplus	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Notice of Surplus</b>	<ul style="list-style-type: none"> <li>Enter last day to file claims (automatically calculates 25 days)</li> </ul>	
Notice of Intent to Sell	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Notice of Intent to Sell</b>	<ul style="list-style-type: none"> <li>Enter last day to object (automatically calculates 20 days; modify if necessary)</li> <li>Add description of property in text box</li> </ul>	
Final Report (fka Final Account) and Notice	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Final Report (Chapter 7)</b>	<ul style="list-style-type: none"> <li>Trustee will file the Notice of Final Account as an attachment. The clerk's office will docket the Notice and send to all creditors.</li> </ul>	
Application for Compensation by Attorney for Trustee	<b>Bankruptcy &gt; Motions/Applications &gt; Compensation</b>	<ul style="list-style-type: none"> <li>Check as filer</li> <li>Enter type as Trustee's Attorney</li> <li>Enter dates from when, to when</li> <li>Enter fees requested and expenses requested (e.g., 2000.00 and 125.00)</li> </ul>	

Final Account (fka Voucher)	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Final Account (fka Voucher) (Chapter 7)</b>		
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Chapter 11			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
341 PM	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Meeting of Creditors Held (Chapter 11) or Meeting of Creditors Not Held or Meeting of Creditors Continued</b>	<ul style="list-style-type: none"> <li>Satisfy pending meeting of creditors</li> <li>Enter new date, time, and location if meeting was continued</li> </ul>	<ul style="list-style-type: none"> <li>Add new event for appearance list</li> </ul>
Statement of U.S. Trustee Concerning Appointment of Creditors' Committee	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Statement of U.S. Trustee concerning Appointment of Creditors' Committee</b>		
Notice of Appointment of Creditors' Committee	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Notice of Appointment of Creditors' Committee</b>		
Notice of Appointment of Trustee	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Notice Appointing Trustee</b>		

Objection to Disclosure Statement	<b>Bankruptcy &gt; Plan &gt; Objection to Disclosure Statement</b>	<ul style="list-style-type: none"> <li>Refer to Disclosure Statement (found under plan)</li> </ul>	
Objection to Confirmation of Plan	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Objection to Confirmation</b>	<ul style="list-style-type: none"> <li>Refer to Plan (found under plan)</li> </ul>	



Chapter 12/13			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
341 PM	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Meeting of Creditors Held (Chapter 12 or Chapter 13) or Meeting of Creditors Not Held or Meeting of Creditors Continued</b>	<ul style="list-style-type: none"> <li>Satisfy pending meeting of creditors</li> <li>Enter new date, time, and location if meeting was continued</li> </ul>	
Chapter 12/13 Trustee's Report/341 Meeting Held	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Chapter 12/13 Trustee's Report/341 Meeting Held</b>	<ul style="list-style-type: none"> <li>Satisfy pending meeting of creditors</li> </ul>	
Order to Pay Wages	<b>Bankruptcy &gt; Miscellaneous &gt; Proposed Order</b>	<ul style="list-style-type: none"> <li>Do NOT refer to existing document</li> <li>Enter "Order to Pay Wages" in text box</li> </ul>	
Trustee's Recommendation	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Trustee's Recommendation</b>	<ul style="list-style-type: none"> <li>Refer to appropriate document</li> <li>Enter recommendation in text box (<i>e.g.</i>, recommend confirmation)</li> </ul>	

Objection to Confirmation of Plan	<b>Bankruptcy &gt; Plan &gt; Objection to Confirmation of Plan</b>	<ul style="list-style-type: none"> <li>Refer to Plan (found under plan)</li> </ul>	
Letter from Trustee, Plan Completed	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Letter from Trustee, Plan Completed</b>	<ul style="list-style-type: none"> <li>Refer to Plan (found under plan)</li> </ul>	
Chapter 12 Final Report and Account and Notice	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Final Report and Account (Chapter 12)</b>	<ul style="list-style-type: none"> <li>Trustee will file the Final Account and Notice together. The clerk's office will docket the Notice and send to all creditors.</li> </ul>	
Chapter 13 Final Report and Account and Notice	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Final Report and Account (Chapter 13)</b>	<ul style="list-style-type: none"> <li>Trustee will file the Final Account and Notice together. The clerk's office will docket the Notice and send to all creditors.</li> </ul>	
Notice of Distribution	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Notice of Distribution</b>		

Motions/Applications			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
Motion/Application	<b>Bankruptcy &gt; Motions/Applications &gt;</b> select appropriate motion/application	<ul style="list-style-type: none"> <li>If prompted for a filing fee, enter “Trustee” or “UST” in receipt field and “0.00” for the amount.</li> </ul>	<ul style="list-style-type: none"> <li>Add “Trustee’s” to prefix list</li> </ul>
Amended Motion/Application	<b>Bankruptcy &gt; Motions/Applications &gt; Amended Motion or Amended Application</b>	<ul style="list-style-type: none"> <li>Refer to original Motion/Application (found under motion)</li> <li>Enter title of the original Motion/Application in text box</li> </ul>	
Proposed Order	<b>Bankruptcy &gt; Miscellaneous &gt; Proposed Order</b>	<ul style="list-style-type: none"> <li>Refer to Motion (found under motion)</li> <li>Enter title of related document in text box</li> </ul>	
Notice of Motion/Application	<b>Bankruptcy &gt; Notices &gt; Notice of Motion or Notice of Application</b>	<ul style="list-style-type: none"> <li>Refer to Motion (found under motion)</li> <li>Enter title of related Motion/Application in text box</li> </ul>	
Affidavit in Support	<b>Bankruptcy &gt; Miscellaneous &gt; Affidavit</b>	<ul style="list-style-type: none"> <li>Refer to Motion (found under motion)</li> <li>Enter name in first text box (<i>e.g.</i>, “Joe Smith”)</li> <li>Enter title of related document in second text box</li> </ul>	
Support Brief/Memorandum	<b>Bankruptcy &gt; Miscellaneous &gt; Brief/Memorandum</b>	<ul style="list-style-type: none"> <li>Refer to Motion (found under motion)</li> <li>Enter “Support of <u>title of document</u>” or Opposition to <u>title of document</u>” when prompted</li> </ul>	

Certification Regarding Request for Emergency Hearing	<b>Bankruptcy &gt; Miscellaneous &gt; Certification re: Request for Emergency Hearing</b>	<ul style="list-style-type: none"> <li>• Refer to Motion (found under motion)</li> <li>• Enter title of related document in text box</li> </ul>	
Proof of Service	<b>Bankruptcy &gt; Miscellaneous &gt; Proof of Service</b>	<ul style="list-style-type: none"> <li>• Refer to all documents sent (Select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> </ul>	

<b>Objections/Hearings</b>			
<b>Document/Task:</b>	<b>Select:</b>	<b>Notes:</b>	<b>Modification Requests/Procedural Questions:</b>
Objection to Motion/Application	<b>Bankruptcy &gt; Answer (Invol. Or 304)/General Objection/Responses/Replies &gt; Reference an Existing motion/application</b>	<ul style="list-style-type: none"> <li>• Select Objection from drop down list</li> <li>• Refer to Motion (found under motion)</li> <li>• Enter title of document that you are objecting to in text box</li> </ul>	
Notice of Hearing	<b>Bankruptcy &gt; Notices &gt; Notice of Hearing</b>	<ul style="list-style-type: none"> <li>• Refer to Motion (found under motion)</li> <li>• Enter title of related document in text box</li> </ul>	
Pre-Hearing Papers (Statement of the Case, List of Exhibits, List of Witnesses)	<b>Bankruptcy &gt; Miscellaneous &gt; Statement of the Case, List of Exhibits and List of Witnesses</b>	<ul style="list-style-type: none"> <li>• Refer to Motion (found under motion)</li> <li>• Entered title of related document in text box</li> </ul>	
Withdrawal of Document	<b>Bankruptcy &gt; Miscellaneous &gt; Withdrawal of Document</b>	<ul style="list-style-type: none"> <li>• Refer to document being withdrawn</li> </ul>	
Stipulation	<b>Bankruptcy &gt; Motions/Applications &gt; Stipulation</b>	<ul style="list-style-type: none"> <li>• Select yourself (trustee) as the party filer</li> <li>• Enter with whom in text box</li> <li>• Refer to Motion if Applicable</li> <li>• Enter title of related document and/or brief summary of stipulation in text box</li> </ul>	

Claims			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
Docket Claim	<b>Bankruptcy &gt; File Claims</b>	<ul style="list-style-type: none"> <li>On <i>Search for Creditor Screen</i>, enter name of creditor for whom the proof of claim is being filed; leave type as creditor; click <i>next</i></li> <li>If creditors appears on screen, select creditor and click <i>next</i>; if creditors does not appear, click on <i>add creditor</i> link which allows you to add a creditor</li> <li>Enter the following: <ul style="list-style-type: none"> <li>Amends Claim # (if applicable)</li> <li>Duplicates Claim # (if applicable)</li> <li>Filed By: (select trustee)</li> <li>Late:(yes or no)</li> <li>Amount Claimed</li> <li>Description (if necessary)</li> <li>Remarks (if necessary)</li> </ul> </li> </ul>	
Objection to Claim	<b>Bankruptcy &gt; Motions/Applications &gt; Objection to Claim</b>	<ul style="list-style-type: none"> <li>Enter Claim # when prompted</li> <li>Enter name of creditor in text box</li> <li>Docket each objection separately</li> </ul>	

Notice of Objection to Claim	<b>Bankruptcy &gt; Claim Actions &gt; Notice of Objection to Claim</b>	<ul style="list-style-type: none"> <li>• Enter last day to object (defaults to 30 days; modify if necessary)</li> <li>• Refer to Objection to Claim (found under motion)</li> <li>• Enter name of creditor in text box</li> </ul>	
Affidavit in Support of Objection to Claim	<b>Bankruptcy &gt; Claim Actions &gt; Affidavit in Support of Objection to Claim</b>	<ul style="list-style-type: none"> <li>• Refer to Objection to Claim (found under motion)</li> <li>• Enter name of creditor in text box</li> </ul>	
Request for Hearing/Objection Re: Objection to Claim	<b>Bankruptcy &gt; Answer (Invol. Or 304)/General Objection/Responses/Replies &gt; Reference an Existing motion/application</b>	<ul style="list-style-type: none"> <li>• Select Objection from drop down list</li> <li>• Refer to Objection to Claim (found under motion)</li> <li>• Enter title of document that you are objecting to in text box</li> </ul>	<ul style="list-style-type: none"> <li>• Add “Request for Hearing” to drop down list</li> </ul>
Claim Recommendation	<b>Bankruptcy &gt; Trustee/US Trustee &gt; Claim Recommendation</b>	<ul style="list-style-type: none"> <li>• Enter recommendation in text box, <i>e.g.</i>, (recommend that claim be allowed)</li> </ul>	
Withdrawal of Claim	<b>Bankruptcy &gt; Claim Actions &gt; Expungement/Withdrawal of Claim</b>	<ul style="list-style-type: none"> <li>• Enter Claim # when prompted</li> <li>• Enter name of creditor in text box</li> </ul>	

Adversaries			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
Adversary Complaint	<b>Adversary &gt; Open an Adversary/Misc Case</b>	<ul style="list-style-type: none"> <li>• Enter Plaintiff(s) first</li> <li>• Add attorney for Plaintiff(s)</li> <li>• Enter Defendants(s) but do NOT add attorney for Defendant(s)</li> <li>• Enter statistical case information taken from the Adversary Cover Sheet               <ul style="list-style-type: none"> <li>• Select only one nature of suit; ALWAYS select 424 (727 objection to discharge) if it is one of the suites</li> <li>• Enter demand to the nearest thousand (<i>e.g.</i>, 5 for \$5,000)</li> </ul> </li> <li>• Enter lead case (main bankruptcy case)</li> <li>• Enter “Trustee” in receipt field and “0.00” for Fee</li> </ul>	
Proof of Service	<b>Adversary &gt; Miscellaneous &gt; Proof of Service</b>	<ul style="list-style-type: none"> <li>• Refer to all documents sent (Select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> </ul>	
Answer	<b>Adversary &gt; Answers/Objections &gt; Complaint, 3<sup>rd</sup> Cross, Counter</b>	<ul style="list-style-type: none"> <li>• Select the defendant(s) for whom this answer is being filed</li> </ul>	
Motion/Application	<b>Adversary &gt; Motions</b>		



Notice of Motion	<b>Adversary &gt; Notices &gt; Notice of Filing</b>	<ul style="list-style-type: none"> <li>Refer to Motion (found under motion)</li> </ul>	
Notice of Hearing	<b>Adversary &gt; Notices &gt; Notice of Hearing</b>	<ul style="list-style-type: none"> <li>Refer to Motion (found under motion)</li> <li>Add date, time, and location to text</li> </ul>	
Withdrawal of Document	<b>Adversary &gt; Miscellaneous &gt; Withdrawal of Document</b>	<ul style="list-style-type: none"> <li>Refer to document being withdrawn</li> <li>Terminate document</li> </ul>	
(Joint) Pretrial Statement	<b>Adversary &gt; Miscellaneous &gt; Pretrial Statement of the Case</b>	<ul style="list-style-type: none"> <li>Refer to Complaint (found under cmp)</li> <li>If joint, select Joint from prefix list</li> </ul>	
Pre-Trial Papers (Statement of Case, List of Exhibits, List of Witnesses)	<b>Adversary &gt; Miscellaneous &gt; Statement of Case, List of Exhibits, List of Witnesses</b>	<ul style="list-style-type: none"> <li>Refer to Complaint (found under cmp)</li> </ul>	
Brief/Memorandum	<b>Adversary &gt; Miscellaneous Events &gt; Brief/Memorandum</b>	<ul style="list-style-type: none"> <li>Refer to Complaint (found under cmp)</li> <li>Enter “Support of <u>title of document</u>” or “Opposition to <u>title of document</u>” when prompted</li> </ul>	
Stipulation	<b>Adversary &gt; Motions &gt; Stipulation</b>	<ul style="list-style-type: none"> <li>Select yourself (trustee) as the party filer</li> <li>Enter with whom in text box</li> <li>Refer to Motion if Applicable</li> <li>Enter title of related document and/or brief summary of stipulation in text box</li> </ul>	<ul style="list-style-type: none"> <li>Do we need a “Stipulation to Dismiss” event?</li> </ul>

Appeals			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
Notice of Appeal	<b>Bankruptcy &gt; Appeal &gt; Notice of Appeal</b>	<ul style="list-style-type: none"> <li>Refer to Order being appealed and related Motion (found under order and motion; select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> <li>Enter “Trustee” in receipt field and “0.00” for Fee</li> <li>Describe Order being appealed in text box</li> </ul>	
Appeal Information Sheet	<b>Bankruptcy &gt; Appeal &gt; U.S. District Court Appeal Information Sheet</b>	<ul style="list-style-type: none"> <li>Refer to Notice of Appeal (found under appeal)</li> </ul>	
Appellant Designation	<b>Bankruptcy &gt; Appeal &gt; Appellant Designation</b>	<ul style="list-style-type: none"> <li>Refer to Notice of Appeal (found under appeal)</li> <li>Satisfy Appellant Designation due date</li> </ul>	
Appellee Designation	<b>Bankruptcy &gt; Appeal &gt; Appellee Designation</b>	<ul style="list-style-type: none"> <li>Refer to Notice of Appeal (found under appeal)</li> <li>Satisfy Appellee Designation due date</li> </ul>	
Statement of Issues on Appeal	<b>Bankruptcy &gt; Appeal &gt; Statement of Issues on Appeal</b>	<ul style="list-style-type: none"> <li>Refer to Notice of Appeal (found under appeal)</li> </ul>	

Request for Transcript	<b>Bankruptcy &gt; Appeal &gt; Request for Transcript</b>	<ul style="list-style-type: none"> <li>Refer to Notice of Appeal (found under appeal)</li> </ul>	
Transcript	<b>Bankruptcy &gt; Appeal &gt; Transcript Re: Appeal</b>	<ul style="list-style-type: none"> <li>Refer to PM (found under court) and Notice of Appeal (found under appeal)</li> <li>Enter title of Order be appealed in text box</li> </ul>	

Utilities/Reports			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions:
Corrective Entry	<b>Bankruptcy &gt; Miscellaneous &gt; Corrective Entry</b>	<ul style="list-style-type: none"> <li>• Refer to document docketed in error</li> <li>• Enter brief explanation of error in text box</li> <li>• Re-docket the pleading</li> </ul>	
Change Password		<ul style="list-style-type: none"> <li>• Call automation staff: (608) 264-5178 ext. 5730 or (715) 839-2980 ext. 113</li> </ul>	
View Your Transaction Log	<b>Utilities &gt; View Your Transaction Log</b>	<ul style="list-style-type: none"> <li>• Enter start date and end date</li> </ul>	
Creditor Mailing Matrix	<b>Reports &gt; Creditor Mailing Matrix</b>	<ul style="list-style-type: none"> <li>• The 1-column file can be saved as a text file on your computer with the "File/Save As" browser option. The saved file can then be edited and printed on labels.</li> </ul>	
Docket Report	<b>Reports &gt; Docket Report</b>	<ul style="list-style-type: none"> <li>• Enter case number</li> <li>• Select criteria for generating the report</li> <li>• Click <i>Run Report</i></li> </ul>	
Claims Register	<b>Reports &gt; Claims Register</b>	<ul style="list-style-type: none"> <li>• Enter case number</li> <li>• Click <i>Run Report</i></li> </ul>	
Cases Report	<b>Reports &gt; Cases</b>	<ul style="list-style-type: none"> <li>• Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> <li>• Click <i>Run Report</i></li> </ul>	

341 Meeting Calendar	<b>Reports &gt; Calendar Events &gt; Select 341 Meeting</b> from <i>Calendar Event</i> list	<ul style="list-style-type: none"> <li>• Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> <li>• Click <i>Run Report</i></li> </ul>	<ul style="list-style-type: none"> <li>• How do I generate a 341 Meeting calendar for a specific trustee?</li> </ul>
Judge's Calendar	<b>Reports &gt; Calendar Events &gt; Select hearing</b> from <i>Calendar Event</i> list	<ul style="list-style-type: none"> <li>• Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> <li>• Click <i>Run Report</i></li> </ul>	<ul style="list-style-type: none"> <li>• Add default (blank selection) to <i>Office</i> drop down list</li> <li>• Change “All Hearings” to “All Hearings/Meetings” on <i>Calendar Event</i> drop down list</li> </ul>

Help	
Screen:	Instructions for Attorneys and Trustees:
Joint filing with another attorney(s)	You will see this check box if you are an attorney. Check it if this is a joint filing. You will be able to select the attorney(s) on another screen.
Select the Party	Select the party that you represent from the list; Trustees will select themselves as trustee. If the party is not listed, select the <i>Add/Create New Party</i> button. For certain types of filings, you may also have the option of selecting a group of parties rather than individuals.

Add Party	<ol style="list-style-type: none"> <li>1. Search for the party. <ol style="list-style-type: none"> <li>a. Begin by searching to see whether the party is already in the database.</li> <li>b. To search, enter the party's Social Security number or Tax ID, or all or part of the last or business name, and click the <i>Search</i> button.</li> </ol> </li> <li>2. Select a party already in the database or add a new one. <ol style="list-style-type: none"> <li>a. If the party is already in the database, highlight the name on the party list, and click the <i>Select name from list</i> button.</li> <li>b. To add a new party to the database, click the <i>Create new party</i> button. In either instance, the <i>Party Information</i> screen will be displayed.</li> </ol> </li> <li>3. Enter the information about the party. <ol style="list-style-type: none"> <li>a. For a party already in the database, fill in the party role and pro se fields, and enter party text if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., ABC Corporation, a subsidiary of XYZ International.)</li> <li>b. To change address information just for this case for a party already in the database, type over the existing address information.</li> <li>c. For a new party, fill in the name, address, party role, and pro se fields, and enter party text if needed.</li> </ol> </li> <li>4. Click <i>Submit</i> only after all attorneys and aliases have been added. <ol style="list-style-type: none"> <li>a. If the case being opened is a joint petition, the search screen will be displayed for the joint debtor, with a check box to copy the first debtor's address information.</li> <li>b. If the case being opened is an adversary proceeding, or if a party is being added after the case has been opened, the search screen will be displayed for the next party. When the last party has been added, click the <i>End party selection</i> button.</li> </ol> </li> </ol>
The following attorney/party associations do not exist...	<p>If you see these words: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case," you have selected an attorney and a party who were not previously associated. You may have checked the wrong person on the party list. If so, use the <i>Back</i> button to change the selection. If your selection was correct, check the box for each new party/attorney combination that should be established.</p>

Select the PDF document	<p>Type in the file name of the PDF document containing the pleading you are filing; or click on the <i>Browse</i> button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf). If your filing has attachment(s) (e.g., financing papers, exhibits, etc.), click <i>Yes</i> for "Attachments to Document." Click <i>Next</i> to see the attachments screen.</p> <ol style="list-style-type: none"> <li>1. Enter the PDF document that contains the attachment. <ol style="list-style-type: none"> <li>a. Type in the file name of the PDF document containing the attachment you are filing; or click on the <i>Browse</i> button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf).</li> <li>b. If your filing has more attachments, first continue labeling this attachment following the instructions below.</li> </ol> </li> <li>2. At your option, select a document type and/or enter a description. <ol style="list-style-type: none"> <li>a. If you press the down arrow to the right of the <i>Type</i> box, you see a list of available attachment types. Select the one you want by highlighting it.</li> <li>b. Description: Type a short description of your attachment.</li> </ol> </li> <li>3. Add the filename to the list box below. <ol style="list-style-type: none"> <li>a. Add the attachment you have entered to this list by clicking the <i>Add to List</i> button. If you have made a mistake, highlight the mistaken attachment and click the <i>Remove from List</i> button.</li> <li>b. If you have more attachments, go back to Step 1. Continue until all your attachments are on this list. Click <i>Next</i> to continue.</li> </ol> </li> </ol>
Does this refer to an existing document?	Check the box if you would like to relate this event to an earlier event in this case.



Notice of Electronic Filing	<p>The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database. It certifies that this is now an official court document.</p> <ul style="list-style-type: none"> <li>• Clicking on the case number hyperlink will present the docket report for this case.</li> <li>• Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge. Subsequent access to any Query or Report programs must go through the PACER system. Users must be registered with the PACER system to have a login and password.</li> <li>• Scroll down to see participants who have or have not registered for electronic noticing on this case.</li> <li>• To print a copy of this notice, click the browser <i>Print</i> icon.</li> <li>• To save a copy of this notice, click <i>File</i> on the browser menu bar and select <i>Save Frame As</i>.</li> </ul>
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